



## **Deputy Assessor I – DMV Assessor's Office OPEN POSITIONS**

***One (1) Part-time position M-F days at the Roosevelt City location. Hours to be determined.***

**Salary is commensurate with experience.**

### **POSITION PROFILE**

Under the supervision of the County Assessor and Office Manager, performs a variety of routine administrative and advanced level clerical duties. Responsibilities will include duties for the licensing of motor vehicles and general office tasks. Responsible for the flow and completion of assigned work within general guidelines, and may require the exercise of some judgment in application.

### **ESSENTIAL FUNCTIONS**

- Processes renewal applications, checks for accuracy and new title/registration applications, processes duplicate titles, permits and disabilities person placards/plates, and completes changes in vehicle registrations;
- Waiting on the counter, daily balancing, running reports, using and servicing equipment, filing and completing forms;
- Provides record-keeping, file maintenance, word processing, data entry;
- Responsible for the flow and completion of assigned work within general guidelines, and may require the exercise of some judgment in application;
- Receives payments from customers;
- Balances cash and receipts with all daily business transactions;
- Operates computers, printers, and software applicable to the daily operations of the office;
- Performs work and data entry, recording of license plate renewals, title work, and registrations; and
- Performs other tasks to meet business needs.

### **MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE:**

- Knowledge and ability to use standard office software programs including email, word processing, spreadsheet, and/or database applications.
- Knowledge and ability to operate standard office equipment including a personal computer, telephone, facsimile machine, photocopier, or other equipment required for the position.
- High school diploma or GED and one year of related clerical experience including public contact and customer service.
- Bilingual Spanish preferred, but not required.
- Valid and current State of Utah driver's license.
- Must pass a drug screen.

## **APPLICATIONS**

County website at <http://duchesne.utah.gov>

Via email: [HR@duchesne.utah.gov](mailto:HR@duchesne.utah.gov)

In person: Duchesne County Administrative Office Building,  
734 N Center St, Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Personnel Officer: Duchesne County Administrative Office Building  
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHESNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**